



SILVER CREEK FINANCIAL SERVICES, INC.
175 HWY 82
LOSTINE, OR 97857
OTB#00641

Thank you for allowing Silver Creek Financial Services, Inc. to prepare your income taxes for you. We value you as a client and want to do the best job that we can for you. One of the steps in doing so is clarifying the nature and extent of our services, and to discuss our mutual responsibilities.

We will prepare your 2017 federal and state income tax returns from information you furnish to us. We will not audit or otherwise verify this information. It may be necessary for us to ask for more information to complete your returns. Your return will be prepared more efficiently if you are able to get any additional information to us as quickly as possible.

You need to keep all background information (i.e. cancelled checks, bank statements, invoices, billings, etc.) in your files in case they are needed in the future for verification by the Internal Revenue Service or any state taxing authorities in tax audits. While the chance of being audited is small these days, they do happen. We are happy to assist if an audit occurs. In this situation, we charge our current hourly tax rate, plus any out-of-pocket expenses. In audits, our work as your preparer is examined as well as the information on the tax return. There are potential, significant penalties on both you and us for understatement of tax liability, so it is in both of our interests to prepare accurate income tax returns.

It is not unusual for taxpayers to receive letters from the IRS. You will NEVER receive an email or a phone call from the IRS unless you have already been involved in an audit. The IRS will always begin any communication series with taxpayers using letters through the US Mail. If you receive an email or a phone call from someone saying they are the IRS – DO NOT RESPOND. THESE ARE CRIMINALS. If you do receive a letter from the IRS or any other tax agency, you are welcome to bring it in to us so we can assist you.

Your income tax preparation fee is based upon the time that it takes to complete your returns. Therefore, the better prepared you are, the less time it will take to complete your return, and the lower our fees will be. This fee is due when your return has been completed.

When your returns are completed, please take time to review them before signing to ensure their accuracy. We are happy to answer any questions you may have.

If these terms are acceptable to you, please sign this letter of engagement. Again, thank you for allowing us to serve you.

ACCEPTED BY: _____ DATE: _____
Signature

PRINT NAME: _____

ACCEPTED BY: _____ DATE: _____
Signature

PRINT NAME: _____